

**Fleming County Judicial Center Project Development Board**  
**Minutes of Meeting May 2, 2007**

Members Present:     Garlan Vanhook AIA, General Manager of Facilities, AOC  
                             Michael Kier, Project Manager, AOC  
                             Stockton B. Wood, Circuit Judge, 19<sup>th</sup> Judicial Circuit  
                             W. Todd Walton II, District Judge, 19<sup>th</sup> District  
                             Larry H. Foxworthy, Fleming County Judge Executive  
                             Pam Lowe, Fleming County Circuit Clerk  
                             Marvin W. Suit, Attorney  
                             David DeAtley, Magistrate District 2  
                             J. Scott Brown, General Manager of Auditing Services, AOC

Members Absent:     Dr. Deborah Williamson, Ph. D., AOC

Guests:                Terry Gilreath, AOC Budgets

Orientation meeting began at 5:08 pm at Fleming County Courthouse Annex.  
G. Vanhook distributed copies of the meeting agenda and Program Documents. Vanhook introduced Michael Kier, AOC Project Manager, and Terry Gilreath, AOC Budget Manager.

Item 1:                Review of AOC/PBD/Fiscal Court Relationships/Responsibilities

- Reviewed establishment and appointments of PDB.
- All meetings will comply with Open Records and Open Meetings Acts (KRS 61.870-61.884, 61.805-61.850) Executive Session may be called under KRS 61.810(1).
- Michael Kier is Garlan Vanhook's proxy. Vanhook and Kier are quorum making members if needed. Vanhook or Kier can break a tie vote.
- For time sensitive decisions, the "Executive Committee" formed of Foxworthy and Vanhook can make decision for the PDB. No proxy may be used in this instance.
- Reviewed the use of public hearings for solicitation of land purchase, architect and contractor selections. Importance of strict adherence to interview policies was discussed by the board. Violation could result in MOU revocation.
- Per policy, a minimum of 3 but not more than 6 architects can be interviewed. A minimum of 2 but not more than 3 financial institutions can be interviewed.

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- COJ only recognizes appraisals completed by an MAI Appraisers. Land owners may get additional MAI appraisals and submit to PDB if they so chose. Site purchase could possibly be two tracts of land (equaling 2 acres) i.e. across the street from each other.
- As determined in the MOU, the county will own the property upon project completion. Service, Architectural and Construction related contracts will be owned by the county.
- Fleming County Judicial District, Inc. will need to be formed as the holding company.
- Pay requests will be submitted by CJE (Chairman) and send directly to Michael Kier no less than one week before regularly scheduled meetings.
- Per Terry Gilreath, upon bond issuance the project will be placed into a new capital project tracking system that will be available online for status reports and financial information. The earliest possible "bond sale" will be in July 2008.
- The project is currently in "authorized" project status. Funds are not yet available for disbursement. Interim financing will be needed for advertising, appraisals, documentation, etc.
- Selection of PDB Secretary - Funding will come out of budget.
- Board reviewed Program Document provided by AOC summarizes the approved square footage of the facility by department and current cost estimates.
- The Board discussed the utilization of change orders, contingency and excess funds.
- Critical path schedules will need to be developed with Project Manager, Construction Manager and PDB to set specific goals to monitor progress. Reports will need to be submitted to PDB.
- PDB established a regular meeting schedule to be on the First Tuesday of each month at 5:00 pm. On site progress meetings will be open to PDB members, judicial members and Fiscal Court members.
- Advertisement of public meetings guidelines was discussed. AOC recommends the local paper and no less than one state wide

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publication for solicitation of the architects and financial agents.  
All bidding actions must comply with state laws.

- Land owners interested in selling property would need to present to the PDB a copy of the deed or plat, written asking price and statement from EPA of no environmental concerns.
- All business of the PDB will be discussed at the publicly held meetings as per the AOC Administrative Procedure.
- Next meeting will be held, June 5, 2007 at 5:00 pm.
- Preparation for next meeting review:

Chapters 1, 11 and 18 of Administrative Procedure.  
Evaluate Program Document specifications